# Team Procedure Manual

(Formerly the “Blue Manual”)

# Section 5

## Computer Manual

## **Version 4**

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(Contents on following page)

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This manual, originally written for Hy-Tek's Team Manager 4.0 and Meet Manager 2.0, was printed to assist JSL clubs in the operation of Hy-Tek's Team Manager 6.0 and Meet Manager 3.0 programs. Additional copies may be photocopied or downloaded and printed from JSL Software Support. Complete Hy-Tek User Guides may be downloaded from Hy-tek User Guides. The instructions in this JSL manual were written with the assumption that the reader has basic computer skills and knowledge of Windows-based programs. Such procedures as copying files, Internet access, downloading, etc. are beyond the scope of this manual and have been omitted to keep the size reasonable.

The manual was originally written by Jessica Simons in 2001, revised in 2005, and again in 2007, with the hope that all teams could benefit from her knowledge of these two programs. Operational questions may be directed to her at jrsimons@comcast.net, (434)-295-1582 (H) or 434-962-0443 (C). Suggestions for expansion, improvement, or correction of this manual should be directed to Bob Garland (bgarlandjr@aol.com)

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# JSL Team Manager User Manual

## Conventions

All standard text and explanations are in Times New Roman Font, Size 10 pt

All standard Sections and Topics are in **Times New Roman Font, Bold Size 14 pt**
All Team Manager Menu Items or selectable choices are in **Arial Font, Bold Size 10 pt**
All recommended selected or text entry values are in ***Arial Font, Bold Italic Size 10 pt***
All warning, cautionary, or very important labels is in **Arial, Bold Size 12**
All text expressing strong emphasis are in Times New Roman Font, Size 12 pt or Size 14.
**>** designates a fly-out, drop-down, or other additional menu options in **Arial, Bold Font, Size 10 pt**
All Screen or Window names are in ***Times New Roman Font, Bold Italic Size 10 pt***
All URLs are in Times New Roman Font, Underlined Size 10 pt

# I. Setting Up a Team Manager Database

A. Click on **File > Open New**. This takes you to the **Open Existing or Create New Database** input box.

1. Type in the name of the database (example: "***CGST Swimming***") and press **Enter** on the keyboard. This then takes you back to the main ***Team Manager*** screen.

2. Go to **Setup > Preferences > System Preferences** and press **Enter**.

3. Under **Preferences**, select your preferred **Gender Designation**.

4. Under **Athlete Browse Options**, check the options **Show Ages**, **Show Birth Date** and select **Last Name First**. Leave **Show School Year** and **First Name First** blank. Leave "**Faster than" Time STD/Qualifying Times** blank as well.

5. Under **Relay Lead-Off Splits**, uncheck **Use Relay Lead Off Splits**.

6. Under **Stroke Rates**, uncheck **Enable Stroke Rate Reporting**.

7. Under **Automated Reminders**, chose whatever you prefer.

8. Under **Team/Swimmer Defaults**, set the following default values as follows:

   - Set **Default Team Registration** to "***USS***"
   - Set **Default Team Type** to "***Age***"
   - Leave **Default Country** blank
   - For **Default LSC**, select "***Virginia***"
   - For **Default State**, select "***Virginia***"

9. Under **Meet Age-Up Date**, ALWAYS select "***June-01***" of the current year. This is the third listed item.

10. Under **System Age Update**, ALWAYS select "***June-01***" of the current year.

11. Click **OK**. This takes you back to the main ***Team Manager*** screen.


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B. Go to **Setup > Preferences > Report Custom Age Groups** and press **Enter**.

1. Click **Add**. This opens the **Define Custom Age Groups for Reports** dialogue box. This is where you create each JSL Age Group and define the appropriate low and high ages within each group.

2. Under **Custom Age Group**, enter the following:
   - **Low Age** with the appropriate "***age***".
   - **High Age** with the appropriate "***age***".

3. Click **OK** to create a new **Age Group**. The **Define Custom Age Group for Reports** dialogue box now opens.

4. This is where you select/define which events this new age group can swim. Check the appropriate **Stroke** and **Distances** that apply.

5. Click **OK**. Everything entered so far will now show in the left hand column.

6. Repeat Steps 1 through 5 above for each Age Group.

7. When finished, return to the main ***Team Manager*** screen by clicking on return (the small yellow folder with an up arrow found near the left-top of the page).

C. Go to **Setup > Preferences > Report Preferences** and press **Enter**

1. Under **Report Headers**, enter the following:
   - **Header 1:** Enter whatever text you want (example: "***Boar's Head Swim Team***")
   - **Header 2:** Enter whatever text you want (example: "***2007***")

2. Under **Punctuation**, choose the options that you prefer.

3. Under **Label Types**, make appropriate selections.

4. Suggestion: Set the **# of copies to printer** to "***1***".

5. Click **OK**, and you are returned to the main ***Team Manager*** screen.

D. Go to **Setup > Favorite Filters** and press **Enter**.

1. Under **Favorite Defaults**, click **Add**.
2. Enter the following:
   - **Favorite Name**: Enter whatever text you want (example: "***Boar's Head Swim Team***").
   - **Team**: Enter whatever text you want (example: "***2007***").

3. Under **Preset Season Since and Until Dates**, check **Use Start Date**, then click on the **Season Start Date** down arrow , which open up a calendar to allow you to pick a date.

**CAUTION:** Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.


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4. Click on (the little red heart) to finalize the **Favorite Defaults**.

5. Click **OK**, and the chosen favorite is now highlighted on the screen.

6. When finished, return to the main ***Team Manager*** screen by clicking on the return icon (the small yellow folder with the up arrow near the left-top of the page).

E. Go to **Setup > Groups/ Sub Groups/ Codes** and press **Enter**.
- **Entries for Groups and Meet Types** is optional and not required for JSL Meets. Using this option is totally up to the individual teams and has no effect on anything.
- Click **OK**.

F. Go to **Course Conversion**
- DO NOT CHANGE THESE VALUES. The JSL requires these default values.

G. Go to **Athlete Custom Fields**

1. Custom fields are defined by the user to track up to three pieces of information about athletes that are not one of the predefined Team Manager fields. These are totally optional entries and have no effect on JSL meets.

2. Click on **OK** to return to the main ***Team Manager*** screen.

## II. Setting Up Teams

A. From the main ***Team Manager*** screen **Teams**. The ***Teams Browser*** screen opens.

1. Click **Add**. The ***Team Maintenance*** window opens.

2. Under **Team Names/Registration**,
   - Fill in **Team Code** (examples: "***KWC***", "***LMST***", "***ACAC***")
   - Fill in the full **Team Name** (examples: "***Key West Club***", "***Lake Monticello Swim Team***", "***Atlantic Coast Athletic Club***")
   - Fill in the **Short Name** (examples: "***KWC***", "***LMST***", "***ACAC***")
   - Select "***USS***" from the **Team Registration** drop-down menu.
   - Select "***AGE***" from the **Team Type** drop-down menu.

3. Under **Mailing Information**
   - Fill in text at your discretion.

4. Under **Telephone Information**
   - Fill in text at your discretion.

5. Click **OK**. This returns you to ***Teams Browser*** screen.


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B. From the ***Teams Browser*** screen, click **Edit**
- Use this screen to edit any changes to your team setup.
- Click **OK** to return to the ***Teams Browser*** screen.

C. From the ***Teams Browser*** screen, click **Delete**
- Use this screen to delete a team.
- All athletes and relays will also be purged.
- All meet results for that team will be purged.
- Click **OK** to return to the ***Teams Browser*** screen.

D. From the ***Teams Browser*** screen, click **Results**
- Use this screen to access all results for all team menders from all meets.
- Click **OK** to return to the ***Teams Browser*** screen.

E. From the ***Teams Browser*** screen, click **Coaches**
- Use this screen to add your coach's information if so desired.
- Click **OK** to return to the ***Teams Browser*** screen.

F. From the ***Teams Browser*** screen, ignore **Maintenance**

G. Click return to return to the main ***Team Manager*** screen.

## III. Setting Up an Athlete

A. From the main ***Team Manager*** screen, select **Athletes**.

1. Select **Add** to open up the ***Athlete Information*** window.

2. Fill in the appropriate information as follows:
   - Fill in **Last Name**.
   - Fill in **First Name**.
   - Fill in **Middle** (initial only for the JSL).
   - Fill in **Preferred Name**.
   - Fill in **Birth Date**.
   - Age will automatically be computed.
   - Click **Build ID**.
   - Enter **Gender** (enter "***M***" of "***F***").
   - Select **Team** from drop-down menu.
   - If **Group** or **Sub-Groups** have been set up in system preferences, select from the **Group** drop-down menu.
   - Leave **Subgroup**, **WM Group**, **WM Subgroup** and **School Year** blank.

3. Ignore **Registration**.

4. Ignore **Recruiting**.

5. Click on **Primary Contact**
   - This is optional. Fill in any information that the team requires.
   - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.


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6. Click on **Secondary Contact**
   - This is optional. Fill in any information that the team requires.
   - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.

7. Click on **Medical**
   - This is optional. Fill in any information that the team requires.
   - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.

8. Click on **Custom**
   - This is optional. Fill in any information that the team requires.
   - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.

9. Click **OK** to return to main ***Athlete*** screen.

10. **Edit** will now allow the database manager to change information on the highlighted athlete.

11. **View** – Ignore this option

12. **Delete**
    - Delete will erase all the individual athlete's information and results. Only use delete under the most extreme circumstances. Information once deleted cannot be retrieved.

13. **Results -** will bring up all the results previously entered for the highlighted athlete.
    - **Standards** will only apply to JSL Teams using Gold/Silver Standards. Select the imported JSL Time Standard (see Section IV on page 6 for details).
    - **Course** – select the appropriate meet venue (for Gold/Silver or any Gold/Silver team swimming out of their division).
    - **Show Standards** – if using Gold/Silver time standards you must check **Show Standards**. Other options now open above that need to be checked as follows:
      - Check **Show Standards based on current age**.
    - **Show Conversions** – leave blank (the default).
    - **Since Date** – use this to show results from a particular date. If you choose this option, you must click **Use Since Date** below.
    - **Use Since Date** – If you chose the **Since Date** option above, check the **Use Since Date for Improvement** and fill in "***Jun-01***" of the appropriate year.

**CAUTION:** Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

- **Chronological** – leave blank.
- **Show Goals** – leave blank.
- **Fastest** – click to display only fastest times.
- **Stroke** – click to display only that stroke.
- **Distance** – click to display only that distance.
- **Meet Type** – leave blank.

14. Click on the return icon to return to the main ***Athlete*** screen.


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B. If the database manager is using a previous years' database, then--

1. Go to **Athletes**.

2. Determine if all the athlete information, including contact and registration information, is correct. Update as necessary.

3. If the athlete is no longer on the team, click **Inactive**.
   - All the historical information for that athlete remains in the database.
   - This can always be retrieved and included by clicking **Include inactive** on all reports.
   - This information will not show up on any reports for active swimmers.

## IV. Standards

A. This applies only to teams using Gold/Silver Time Standards which are no longer used.

## V. Records

A. On the ***Records*** screen, the database manager can add, edit, delete, open, create and copy a record file.

1. From the main ***Team Manager*** screen **Records > Add/Edit**.

2. Click on **Records > Create New Record Set**.

3. The ***Create New Record File*** window opens.

4. Enter the following information:
   - **Record Name** (example: "***Pool Record***" or "***Team Record***").
   - **Course** (select appropriate course).
   - **Year** (record for the year entered).
   - **Description** (optional information).
   - **Identifying Flag** (for reports) - pick a character to be used to indicate a record that has just been broken.
   - Click **OK** takes you back to the ***Main Records Screen***.

5. Select **Add** to open the ***Add/Edit Record*** window.
   - Under **Age Group**, select the appropriate Age Group.


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- Select the **Distance**.
- Select the **Stroke**.
- Select the **Gender**.
- Leave **Actual** as set (the default).
- Select **Individua**l or **Relay**.
- Fill in **Record Holder**'s information.
- Enter the **Time/Score**, **Date Set**, and leave the **Team** and **LSC** blank.
- Click **OK** to return to the main ***Records*** screen.
- Click on the return icon to return to the main ***Team Manager*** screen.

## VI . Setting Up Meets

A. From the main ***Team Manager*** screen, select **Meets**.

1. Go to **Add** to open the ***Meet Maintenance*** screen.

2. Under **Meet Information**,
   - Fill in the **Meet Name**.
   - Fill in **Location** (optional).
   - Fill in **Remarks** (optional).
   - Fill in **Instructions/Directions** (optional).
   - Select **Course,**
     - Select "***Y***", "***L***", or "***S***".
     - Do Not Select "***YO***", "***LO***", or "***SO***".
   - Select **Meet Type** (optional),
     - Leave **Sanction Number** blank.
   - Leave **Enforce Qualifying Times** blank.
   - Leave **Altitude in Feet** blank.
   - Leave **Minimum Age Eligibility** blank.

3. Under **Dates**,
   - Select the **Start Date**.
   - Select the **End Date**.
   - **Age Update** will always be "***June-1***" of the current calendar year.
   - Click **Use Since Date**,
     - Fill in **Used Time Since Date**.

**CAUTION:** Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

4. Under **Entry Fees** – leave all blank.

5. Under **Conversion Factor** – leave **Non-Conforming Course Factor** blank.

6. Click **OK** which returns you to the ***Meet Browser*** screen.

7. Click on **Edit**,
   - Allows the database manager to make changes for a particular meet.

8. Click on **Delete**,
   - This will delete all results for the selected meet.
   - This is not reversible.
   - Only choose this option under extreme circumstances.


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9. Click on **Events**,
This will list all the meets in the database. If the database manager is using a database from a previous year, all the meets from the previous year/s are accessible.
   - The **Copy Events** option can be used.
   - Select a **Meet** that has the same event order.
   - Select **All Events** from **Copy Options**.
   - Do not select **Also Copy Entries**.
   - Click **OK**.
     - The program now displays the number of entry events copied. Click **Close**. This returns you to the ***Events for the Meet*** screen.
   - Click on return to return to ***Meet Browser*** screen.

10. If there is no existing historical database, click on **Events**.

11. Click on **Add** to add new events to the meet.
   - Select **Individual** or **Relay**.
   - Select **Gender**.
   - Select **Alternate Gender**.
   - Leave **Session/Division** blank.
   - Select **Age Range**.
   - Select **Distance**.
   - Select **Stroke**.
   - Do not select **Qualifying Times**.
   - Do not click **Import All 3 Courses**.
     - Click **OK** to the ***Main Event*** screen.

12. To Edit an Event.
   - Click on **Edit** to go to the ***Meet Event Maintenance*** screen.
   - Change **Event**, **Gender**, **Age**, **Distance**, or **Stroke**.
   - Click **OK** once all changes have been made.
   - On **Event Updated** window, Click **OK**.
   - Click on the next event icon to edit the next event.
   - Click on the previous event icon to edit the previous event.
   - Click **Cancel** to get out of this screen.
   - Click on **Delete** to erase an event and all entries for that event.
   - Click **Print** to generate a Meet Event Report.
   - Click to send the report to the printer.
   - Click **OK** which prints the report.
   - Click to return to the ***Events*** screen.
   - Click to return to the main ***Meet Browser*** screen.
   - Click to return to the main ***Team Manager*** screen.

## VII. Entering Swimmers in a Meet

A. From the main ***Team Manager*** screen.

B. Select **Meets**.

1. Highlight the appropriate meet.


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2. Select **Entries > Entries by Name or Entries by Event**.
   - **Entries by Name** will show all events that the selected athlete is eligible to swim.
   - Relays cannot be entered using this option. Only athletes can be entered with this option.
   - Select **Gender**.
   - Select **Team**.
   - Leave **School Year**, **Group**, **Sub Group**, **WM Group** and **WM Sub Group** blank.
   - Select **Low Age** and **High Age**.
   - A selection indicator will appear on the left and the chosen athlete will be highlighted in blue.
     - Place a check in each event entered for that swimmer in the bottom window.
     - As each event is checked, that event will be highlighted in yellow.
   - When finished with all the entries, click on to return to the main ***Meet*** screen.

3. **Entries by Event** will show all the athletes who are eligible to swim the chosen event.
   - Select the desired event for entries. This event will turn blue.
   - From the options below the ***Events*** window, select **Team** for entries by team.
   - Leave **School Year**, **Group**, **Sub Group**, **WM Group** and **WM Subgroup** blank.

4. For Individual Events,
   - Leave **Show Swim Up Athletes** unchecked and **Only Athletes Already in Meet** unchecked.
   - **Clear All** will clear all the entries in the selected event.
   - **Enter All** will enter all the eligible athletes in the selected event.
   - Click the next event icon to proceed to the next event.
   - Click the previous event icon to return to an earlier event.

5. For Relay Events,

   **IMPORTANT:** Relays can only be entered using the **Entries by Event** option.

   - Select the desired relay event for entries. This relay will turn blue.
   - From the options below the ***Events*** window, select **Team** for relay entries by team.
   - Leave **Show Swim Up Athletes** unchecked, and check **Only Athletes Already in Meet**.
   - Leave **School Year**, **Group**, **Subgroup**, **WM Group** and **WM Subgroup** blank.
   - Click on **New Relay** to add a new relay.
   - All eligible athletes can be seen on left-hand side of screen under the Event Description.
     - The "***A***" relay will automatically be shown on the right hand side of the screen highlighted in yellow.
     - Check **Only Athletes Already in Meet**.
     - Click on **Find Best Relay**. This will automatically place the 4 fastest swimmers already entered in the meet in order, fastest


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    - to slowest, in the relay swimmers frame.
    - A time for the relay will automatically appear under **Custom Time**.
- Click on **Best Relay Report**. This shows the best relay order of swimmers already entered in the meet. Coaches usually never follow this order.
- This report can be printed out to give to the coaches.
- Use **Clear Swimmers** to remove the swimmers from the relay.
    - The program will ask if each swimmer is to be removed individually.
    - The time computed for that relay will remain.
- Click on **New Relay** to add additional relays to that event.
- Click on return when all entries have been entered. This takes you back to the ***Meet Browser*** screen.
- Click on to return to the main ***Team Manager*** screen.

## VIII. Administrative Reports

A. Return to the main ***Team Manager*** screen.

B. Select **Reports > Administrative**.

1. Click **Athletes** - A roster of all your active athletes can be generated here,
    - By **Name**.
    - By **Contact Information**.
    - By **Telephone Number**.
    - **Attendance Lists** can be generated here.
    - **Mailing Labels** for team mailings can also be generated.

2. Athletes can be selected by name, team, age or gender,
    - Select the **Team**.
    - Select **Group**, **Subgroup** if desired.
    - Select **Gender**.
    - Select **Age Group** if necessary.
    - Do not include **Inactive Athletes**.

3. Click **Create Report**,
    - **Teams** - this will show how many teams you have in your database.

## IX. Performance Reports

A. Return to the main ***Team Manager*** screen.

1. Select **Reports > Performance**.

2. From the Fly-Out Menu, select the report option you want to work on. Typical reports used from this Fly–Out are **Top Times**, **Top Times Spreadsheet**, **Meet Results**, **Meet Entries**, **Meet Entries Spreadsheet**, and **Record Match**.

B. To Generate a Top Times Report

1. From the main ***Team Manager*** screen, select **Reports > Performance > Top Times**.


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2. Under **Meet**, select **All Meets**.
   - Leave default for **Prelims/Finals** and **Splits.**
   - Select the **Team**.
   - Select **Gender**.
   - Select **Age**.
   - Click **Age Group** and check **Use Custom**.
   - Ignore **Include**.
   - Under **Course Options**, check the course as follows:
     - Database mangers in short course meet pools should select "***SS***".
     - Database mangers in yard pools should select "***YY***".
     - Database managers in long course meter pools should select "***LL***".
   - Ignore **Stroke Distance Filters**.

3. Under **Dates,** if you are working with a historical database make sure to enter "***June-1***" of the current year in the **Use Times Since** box.

**CAUTION:** Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

4. Under **Sort by**, check **Event (Current Age)**.

5. Click **Create Report**,
   - Click to send the report to the printer.
   - Click **OK** to return to the previous screen.
   - Click to return to the ***Meet Browser*** screen.
   - Click to return to the main ***Team Manager*** screen.

C. To Generate a Top Times Spreadsheet Report

1. From the main ***Team Manager*** screen, select **Report > Performance >Top Time Spreadsheet**.
   This report saves paper and is the best report to give a coach in order to do the meet line - up for an upcoming meet.

2. Under **Meet**, select **All Meets** and**,**
   - Leave default for **Prelims/Finals**.
   - Select the **Team**.
   - Select **Gender**.
   - Select **Age.**

3. Click **Age Group** and check **Use Custom**.

4. Under **Course Options**, check the course as follows:
   - Database mangers in short course meet pools should select "***SS***".
   - Database mangers in yard pools should select "***YY***".
   - Database managers in long course meter pools should select "***LL***".

5. Under **Dates,** if you are working with a historical database make sure to enter "***June-1***" of the current year in the **Use Times Since** box.

**CAUTION:** Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

6. Under **Filters,** leave **Meet Type** blank. Check **Include Swimmers with NO Results** only.

7. Under **Sort by**, check whichever option is best suited for your team.

8. Click **Create Report**,
   - Click to send the report to the printer.
   - Click **OK** to return to the previous screen.
   - Click to return to the ***Meet Browser*** screen.
   - Click to return to the main ***Team Manager*** screen.

D. To Generate a Meet Results Report

1. From the main ***Team Manager*** screen, select **Report > Performance > Meet Results**.

2. Under **Meet**, select the meet you want to print the results for.

3. Under **Filters,**
   - Select **Team**.
   - Select **Gender**.
   - Select **Age**.
   - Leave default for **Prelims/Finals** and **Splits**.

4. Under **Include** uncheck **Personal Best Only** and uncheck **Include Relay Lead Offs**.

5. Under **Event Filters**, make the appropriate selection for your team.

6. Under **Improvement**,
   - If you are using a new database, uncheck **Use Since Date for Improvement**.
   - If you are using a database from precious years, check the **Use Since Date for Improvement** and fill in "***Jun-01***" of the appropriate year in the since date for improvement space.

7. Check **Use Converted Times for Calculating Improvements**.

8. Click **Standards.** For teams using Gold/Silver scoring, select the JSL Gold Time Standard for the current year, check **Include Time Standards** and uncheck **Include Only Improved STD**.

9. Under **Sort by**,
   - Check **Meet Event Number**.

10. Click **Create Report**,
    - Click to send the report to the printer.
    - Click **OK** to return to the previous screen.


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- Click to return to the ***Meet Browser*** screen.
- Click to return to the main ***Team Manager*** screen.

E. To Generate a Meet Entries Report

1. From the main ***Team Manager*** screen, select **Report > Performance > Meet Entries**

2. Under **Meet**, the name of the meet, for which the database manager has entered the most current entries, will appear.

3. Under **Filters**,
   - Select **Team**.
   - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, and **School Year** blank.
4. Check **Totals on Separate Page**.

5. Leave **Include Registration ID**, **Include Inactive**, and **Include Official Statement** unchecked.

6. Under **Other Options**,
   - Check **Include Proof of Time** only.

**CAUTION:** This helps keep the use of times from previous years which is a JSL violation and subject to penalties from occurring.

7. Under **Filters**,
   - Select **Gender**.
   - Select **Age**.

8. Under **Stroke/ Distance Filters**,
   - Ignore **Stroke** and **Distance**.

9. Under **Event Filters**, check **Individual**,
   - Ignore **Standards** and **Points**.
   - Select **Age Group**.

10. Under **Sort by**, check the appropriate report format. The following information is provided to help you select the best option for your team:
    - **Meet Event Number** – this will generate a report of entries by each event number and include all swimmers entered in that event from fastest to slowest.
    - **Meet Event Heat/Lane** – no one normally uses this format.
    - **Meet Event Number (1 per page)** - is normally not used.
    - **Meet Event Heat/Lane (1 per page)** - is normally not used.
    - **Name** - this is a good way to give the each age group coach a report for the entries for his/her swimmers only.
    - **Age** - is normally not used.
    - **Name (1 Swimmer per Page)** - this will generate an individual report for each swimmer that the coaches can hand out before the meet if they so choose.
    - **Stroke and Distance** - is normally not used.

11. Click **Create Report**,
    - Click to send the report to the printer.
    - Click **OK** to return to the previous screen.

- Click to return to the ***Meet Browser*** screen.
- Click to return to the main ***Team Manager*** screen.

F. To Generate a Meet Entries Spreadsheet

1. From the main ***Team Manager*** screen, select **Report > Performance > Meet Entries Spreadsheet**.

2. Under **Meet**, select the appropriate meet.

3. Under **Filters**, leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, and **School Year** blank.
   - For **GEN** (Gender), check **All**.
   - Leave **Include Inactive** and **Include Relays** unchecked.

4. Under **Filter Options**, leave all options unchecked.

5. Click **Create Report**,
   - Click to send the report to the printer.
   - Click **OK** to return to the previous screen.
   - Click to return to the ***Meet Browser*** screen.
   - Click to return to the main ***Team Manager*** screen.

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G. To Generate a High Point Report

1. From the main ***Team Manager*** screen, select **Report > Performance > High Point Reports**.

2. Under **Meet**, select **All Meets,**.
   - Leave **Meet Type** blank.
   - Choose the number of Top Swimmers to be included in the report using **Top How Many?**.
   - Click **Since Date**. If you are using a historical database fill in "***Jun-01***" of the current year in the **Only Results Since** box.

3. Under **Athletes Filter**,
   - Select **Team**.
   - Leave **Specific Group**, **Specific Subgroup**, **Specific School Year**, and **Include Inactive** blank.

4. Under **Gender**, check the report type you prefer.

5. Under **Age**, fill in appropriate **Low Age** and **High Age**.

6. Under **Relay Options**, if your team includes relay points for high points, check **Include Relay Points**.

7. Click **Create Report**,
   - Click to send the report to the printer.
   - Click **OK** to return to the previous screen.
   - Click to return to the ***Meet Browser*** screen.
   - Click to return to the main ***Team Manager*** screen.


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H. To Generate a Record Match Report

1. From the main ***Team Manager*** screen, select **Report > Performance > Record Match**.

2. Under **Meet**, select **All Meets**.

3. Under **Athlete Filters**,
   - Select **Team.**
   - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, **School Year**, and **LSC** blank.

4. Under **Gender**, check the preferred report type.

5. Under **Stroke Distance Filters**, ignore all except **Equal**, which should be checked.

6. Under **Dates**,
   - If you are using a new database, uncheck **Use Since Date**.
   - If you are using a historical database, check the **Use Since Date** and fill in "***Jun-01***" of the current year in the **Use Times Since** box.

7. Click **Filters** and under **Event Filters,** check either **Individual** or **Relay**. Leave **Meet Type** blank and leave "***1***" in **Check Top How Many per Athlete**.

8. Click **Records** and select the appropriate record. Uncheck **Show Ties with Current Record** (the default). Leave **Update Records** blank. If checked, this will automatically update the records before you can visually inspect them and they may be in a different format than you would like. By printing the report, you can check to make sure no mistakes have been made and then return to this function and use it.

9. Under **Sort by**, check the option that best suits your team.

10. Click **Create Report**,
    - Click to send the report to the printer.
    - Click **OK** to return to the previous screen.
    - Click to return to the ***Meet Browser*** screen.
    - Click to return to the main ***Team Manager*** screen.

# X. Creating Labels

A. Award labels

1. From the main ***Team Manager*** screen, select **Labels > Award**.
   You will not need to print award labels from Team Manager, as you will come home from the meet with the awards for your team done from Meet Manager.

B. Entry Labels

1. From the main ***Team Manager*** screen, select **Labels > Entry**.
   You will not need to print entry labels, as this is the responsibility of the host team and is done from Meet Manager.


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C. Improvement Labels

1. From the main ***Team Manager*** screen, select **Labels > Improvement**.

2. The Improvement ***Labels*** screen opens.

3. Under **Meet**,
   - Select the applicable meet.

4. Under **Filters**,
   - Select **Team**.
   - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, **School Year** blank and uncheck **Include Inactive**.
   - Click on **GEN** (Gender) and check **All** (the default).
   - Click **Age** and enter the appropriate number in **Low Age** and **High Age**.
   - Ignore **Sess/Div**.

5. Under **Prelims/ Finals Filter**,
   - Check **Best** (the default).

6. Under **Label Types**,
   - Select the appropriate label option.

7. Under **Include**,
   - Check **First Time Swims** at the discretion of your coach. The minimum improvement is set to "***.01***" as the default. Consult your coach for the time to be used by your team.

8. Under **Stroke/ Distance Filters**,
   - Leave **Stroke** and **Distance** blank.

9. Under **Improvement**,
   - Those using a new database should leave **Since Date for Improvements** blank.
   - Teams using a historical database will fill in "***June-01***" of the current year and check **Use Since Date for Improvement**.
   - Check **Use Converted Times for Calculating Improvement**.
   - Uncheck **Show Improvement as Percent** (the default).

10. Under **Restrict Improvement to Meet Type**,
    - Leave **Meet Type** blank.
    - Ignore the **Standards** and **Points** tabs.

11. Under **Sort by**,
    - Check **Name**. This will set up for printing of all the time improvement labels for each swimmer (girls and boys) alphabetically.

12. Click **Create Report**,
    - Print preview of the labels appears on screen.
    - Click the printer icon to send the report to printer.
    - After print job is complete, click on to return to the ***Improvement Labels*** screen.
    - Click **Cancel** returns you to the main ***Team Manager*** screen.


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# XI. Creating a Back-up of Your Database

1. From the main ***Team Manager*** screen, select **File > Backup**,
   - Under **Backup Drive**, select the backup drive that you want. This is usually your C: hard drive and/or a USB Flash Drive.
   - Under **Backup Directory**, select the backup directory you want to use.
   - Under **Enter Comments for the Backup**, add any information you deem appropriate.

2. Click **OK**.
   - It is recommended that you make two (2) backups just in case and that you backup after each time you use the database.

# XII. Importing Commlink Files

A. Importing Meet Results

1. From the main ***Team Manager*** screen, select **File > Import > Meet Results**. You will use this function after returning from a meet with your team's meet results in a Commlink file on a flash drive.

2. Under **Look in:** browse to the drive and folder where the appropriate meet result file is stored (example: "***USB Disk (F:) Meet Results- ACAC at BHSC July 23, 2007-001.zip***"). Highlight the file and click **Open**. A ***Team Manager*** information window opens. Click **OK**. This takes you to a new directory ("***TM4 Temp"***) on your computer's hard drive. Highlight this new file and click **Open**. This takes you to the ***Import Results*** screen.

3. Under **Import Criteria**,
   - **Overlay duplicate results** - leave unchecked (the default). Check if you are re-importing for a specific reason.
   - Uncheck **Add New Teams/Athletes** (the default).
     - If there were late additions to the meet and the swimmer's information was not the same as what is in your database, you will get an exception report.
     - Print the exception report to see what the differences are. You now have 2 options.
       - First Option - hand enter that swimmer's results.
       - Second Option - import the Commlink file again, this time check **Add New Teams/Athletes**.
         - This will import the new athlete and you can then merge this athlete with the existing one in your database.
         - Make sure you make the changes to the new athlete so that it matches the information in your database and answer "***Yes***" to the merge option.

3. Check **Import Relays** (the default).
   - Uncheck **Import Splits for Individual Results**.
   - Uncheck **Save Relay Lead Off as Result** - a JSL requirement.
   - Leave **Use From Date** and **Use Thru Date** unchecked.
   - Leave **One LSC** blank.
   - Enter your team in **One Team** (example: "***ACAC***", "***KWC***", "***FAST***").
   - Leave **Import for Time Standards at Least** unchecked and the box should be kept blank.


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4. Under **Import Statistics**,
   - **Meets** will display "***1***".
   - **Teams** will always be "***2***".
   - **Individual Results** will be the total number of individual swims for both teams.
   - **Relay Results** will be the total number of relays swims for both teams.
   - **Splits** will only appear for teams having automatic timing systems (currently only FCC and FAST).

5. Under **Course**, leave **All Courses** checked (the default).

6. Click **OK**.

B. Importing Meet Events

1. From the main ***Team Manager*** screen, select **File > Import > Meet Events**
   You will use this function only when a meet event entry file has been sent to you by the host team. This opens the ***Import Events*** window.

2. Under **Look in:** browse to the drive and folder where the appropriate meet event file is stored. (example: "***USB Disk (F:) Meet Events- FCC at FSBC June 12, 2007-002.zip***"). Highlight the file and click **Open**. A ***Team Manager*** information window opens.

3. Click **OK**. This takes you to a new directory ("***TM4 Temp"***) on your computer's hard drive. Highlight this new meet events file and click **Open**. This takes you to the ***Import Events*** screen.

4. Click **OK.** A ***Team Manager*** window now indicates how many events have been imported. Click **OK** to close this window.

C. Importing Athlete Rosters

1. From the main ***Team Manager*** screen, select **File > Import > Athlete Rosters**
   The ***Import Athlete Roosters*** window opens.
   You can use this function to import athletes from the JSL central database based on last years' team. If you are creating a new database, this is the option to use.
   - It will import all of your team's swimmers who were registered last year.
   - You only need to hand enter any new swimmers.
   - You can inactivate any swimmer who is no longer on your team.
   - This will not have any historical content, but if last year's athlete information is not available, it will save a great deal of time.

2. Under **Look in:** browse to the drive and folder where the appropriate meet event file is stored (example: "***USB Disk (F:) GCC-VA-Rooster001.zip***"). Highlight the file and click **Open**. A ***Team Manager*** information window opens.

3. Click **OK**. This takes you to a new directory ("***TM4 Temp"***) on your computer's hard drive. Highlight the "***HFILE001.HY3"*** file and click **Open**. This takes you to the ***Import Athlete Rooster*** screen.

4. Click **OK.** Check **Overlay existing administrative information** (the default).

6. Click **OK**. A ***Team Manager*** window now indicates how many athletes have been imported.

7. Click **Close**.

# XIII. Exporting Commlink Files

**IMPORTANT NOTE:** The Meet Entries File created using the procedures below must be uploaded to the JSL website at least 2 days before the scheduled meet per the JSL By-laws, (Article VI, 6.) or penalties will apply. See "C." below for details.

A. Exporting Meet Entries

1. From the main ***Team Manager*** screen, select **File > Export > Meet Entries**.

2. Under **Export to Drive**, select the drive to which you want to export your meet entries. This is usually a directory on your hard drive and/or a Flash Drive.

3. Under **Export Directory**, select the directory to which you want to export your meet entries.

4. Under **Entry Export Restrictions**, select the **Meet**, check **Export Relays,** and leave **Use Unconverted Times** unchecked.

**CAUTION:** For JSL Championship Meet Entries only, check the **Use Unconverted Times** option.

5. Click **OK**. A ***Team Manager*** information window opens.

6. Click **OK**. To view and verify your meet entries before sending, return to the main ***Team Manager*** screen.

7. Select **Reports > Export/Import Files Report (CL2, HY3, SD3)**.

8. Under **Look in:** browse to the drive and folder where the appropriate meet entry file is stored (example: "***USB Disk (F:) FV-VA-Entries008.zip***"). Highlight the file and click **Open**. A ***Team Manager*** information window opens.

9. Click **OK**. This takes you to a new directory ("***TM4 Temp***") on your computer's hard drive. Highlight the "***HFILE001.HY3***" or "***CFILE01.CL2***"file (it makes no difference) and click **Open**. This takes you to the **Export/Import File Reports** screen. This information regarding your meet entry file.

10. Click **OK.** Team Manager now generates a ***Meet Entry File Report*** for individual as well as relay events which can now be checked for accuracy.

11. Click the icon to exit as you would a typical Windows program to return to the main ***Team Manager*** screen.

B. Exporting Athletes

1. From the main ***Team Manager*** screen, select **File > Export > Athletes/Teams**. Use this option to export your team's athletes to the JSL central database. This will insure that your team's athletes are registered with the name that you choose to use. This will also save the central database manager a great deal of time and will preclude hand entering of athletes.

2. Under **Export to Drive**, select the drive to which you want to export your athletes. This is usually a directory on your hard drive and/or a Flash Drive.

3. Under **Export Directory**, select the directory to which you want to export your athletes.

4. Under **Athlete Export Filters**,
   - Leave **LSC** blank
   - Select your **Team** and check **All.**
   - Leave **Include Inactive Athletes** unchecked.
   - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, and **School Year** unchecked.

5. Under **Athlete Export Options**,
   - Uncheck **Include Contact & Group Information** (the default).

6. Click **OK**. A ***Team Manager*** information window opens.

7. Click **OK**. Then click **Cancel** to return to the main ***Team Manager*** screen.

C. Uploading Meet Entry Files.

1. Using your favorite browser (example: Firefox), go to the Meet Entries Upload Page on the Internet at JSL Meet Entry Uploads on the JSL website.

2. Read the instructions found there before proceeding so you understand what to do.

3. In the data entry box provided, browse to the location where you have saved your Meet Entries File and highlight it to enter it into the box.

4. Click the **Upload** button.

5. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster as soon as possible.

5. Repeat the same procedure above for the Roster File.

**JSL MEET MANAGER User's Manual**

# I. Creating a New Meet

A. From the main ***Meet Manager*** screen, select **File > Open/New**.

1. The ***Open Existing Database or Create New Database*** window opens.

2. Under **File** name,
   - Create a new meet by entering the descriptive text for the meet file (example: "***ACAC@ BHSC 2007***") in the **File name** box.
   - Ignore **File type**.
   - Click **Open**.

3. The ***Meet Set-up*** screen opens. Select the appropriate year and click **OK**.

4. Fill in **Start Date** and the **End Date.** The **Age-up Date** is automatically updated.

5. Under **Course**,
   - Check the appropriate course for the meet.

6. Ignore all other options on this screen.

7. Click **OK** to return to the main ***Meet Manager*** screen.

B. Download the pre-formatted JSL Meet Format for the meet.

1. Minimize Meet Manager and using your favorite browser (example: Firefox), go to JSL Meet Format Files on the Internet.

2. Select the appropriate meet. Right-click on the file and use "Save Link As" to save the format file in a preferred location.
   - From the ***Save As*** window, browse to you store location (example: "***FlashDrive (F:)***").
   - Leave the file name as is and click **Save**.
3. Closing your browser and restoring Meet Manager returns you to the main ***Meet Manager*** screen.

# II. Configuring the Meet

1. Go to the main ***Meet Manager*** screen.

2. Select **File > Restore**.

3. This opens up the ***Restore*** window.

4. Check the **Replace currently open database in C:\swmeets*.mdb** option (the default).


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5. Click **OK**.

6. The ***Locate the zipped Backup file and Open it*** window opens.

7. Use **Look in:** to browse (if necessary) to the file location and highlight it.

8. Click **Open** and the ***Unzip and Replace the Currently Open Database*** window opens.

9. Click **OK** and when the ***Hy-Tek's Meet Manager*** window opens, click **Yes**.

10. The ***Unzip and Replace the Currently Open Database*** window opens again, this time with a "***Restore Completed !***" message displayed.

11. Click **OK** to return to the main ***Meet Manager*** screen.

12. Go to Setup > Meet Set-up,
    - Double-check that the meet restore is correct and most importantly the Age Update is "***6/1***" of the current year.

## III. Setting Up a New Meet

A. From the main ***Meet Manager*** screen, go to **Set-up > Meet Set-up**.

1. This opens up the ***Meet Set-up*** window.

2. The only things needed to be reviewed on this screen are the following:
    - Review **Age-Up Date** to verify that the date is correct. It should be "***6/1***" of the current year.
    - Under **Meet Type**, all teams need to check **Standard** (the default).
    - Under **Meet Style**, all teams need to check **2 Team Dual**.

3. Click **OK** to return to the main ***Meet Manager*** screen.

## IV. Setting up Athlete/ Relay Preferences

1. Select **Setup > Athlete/ Relay Preferences.**

2. The ***Athlete / Relay Preferences*** window opens.

3. Under **Athlete Preference**,
    - Only **Enter Ages** and **Enter birth dates** should be checked.

4. Ignore all options under **Relay Preferences**.

5. Under **Competitive Numbers**,
    - Check **Auto increment competitor numbers** (the default).

6. Click **OK** to return to the main ***Meet Manager*** screen.


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# V. Setting Up Report Preferences

1. Select **Setup > Report Preferences**

2. The ***Report Preference*** window opens up.

2. Click on the **Report Formats** tab.

3. Under **Athletes /Relays**,
   - Check the option **List athletes with last name first** (the default).

4. Under **Teams**,
   - Check **Suppress LSC team designate**.

5. Under **Meet Program / Results**,
   - Check **Suppress results small "x" for score limits**.

6. Under **Miscellaneous**,
   - Ignore all options.

8. Click on **Report Headers** tab.

9. For **Header 1:** fill in the name of the meet (example: "***GCC @ BHSC***")
   For **Header 2:** fill in the meet location course ("***25Y***", "***25S***" or "***50L***"), and the "***date***".

10. Check **Show Report Headers Only, i.e. exclude Meet Name listed in Meet Set –up**.

11. Click the **Punctuation** tab.

12. Leave all default options as is.
    - Under **Athlete Names**, check **Upper/Lower Case.**
    - Under **Team Name**, check **Upper/Lower Case.**
    - Under **Record Holder Names**, check **Leave as is**.
    - Under **Open Events**, check **No Designation.**
    - Under **AP News Export**, check **Short Team Name.**

13. Click the **Printer Set-Up** tab.
    - Select the **Report Printer** and **Label Printer** you are using from the drop-down menu of available printers.
    - Check **Preview to screen first**.
    - Select your **Paper Size**.
    - In **# of copies to printer** enter the number of pages to print (usually two copies, one for the Table and one to post).

14. Click **OK** to save preferences and return to the main ***Meet Manager*** screen.


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# VI. Setting Up Entry/Scoring Preferences

1. Select **Setup > Entry/ Scoring Preferences.**

2. The ***Entry / Scoring Preferences*** window opens.

3. Select the **Scoring Awards** tab,
   Leave everything the default except:
   - The **Maximum scorers per team per event** is limited to "***2***" for individuals and "***1***" for relays.
   - **Top how many for award labels** is "***16***" for individual and a minimum of "***3***" for relays.
   - Ignore **Special Point System**.

4. Select the **Entries/ Entry Limits** tab,
   - Under **Entries**, leave everything the default except in **Entries must have been performed on or after:**, enter "***06/01/20xx***".

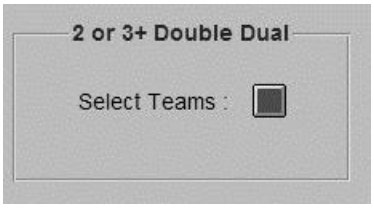
**CAUTION:** Visiting teams should inform the host team if the **Times Since Date** needs to be modified to avoid JSL penalties for the use of invalid times.

   Under **Entry Limits**,
   - Set **Maximum entries per athlete including relays** to "***4***".
   - Set **Maximum individual entries per event** to "***3***".
   - Set **Maximum relay entries per athlete** to "***1***".
   - Check **Warn if entry limits exceeded**.
   - Ignore **Count Relay Alternates (5-8)**.

5. Ignore **Results** tab, **Flighted Meet** tab, and **Improvement** tab.

6. Select the **Time Stds Meet** tab,

7. Select the **2 or 3+ Double Dual** tab,
   In the ***Select Team*** box




   click on the red box.

8. The ***Double Dual Meet*** window opens,
   - Click on **Select All Combined** and a check mark will appear for that option.
   - Click on **Save** to return to the ***Entry / Scoring Preferences*** window.
   - Click **OK**.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## VII. Setting Up Scoring

1. Select **Setup > Scoring Set-up > Standard**

2. The ***Scoring Set-up*** window opens.

3. Change the scoring for ALL individual and relay events to the appropriate settings. Refer to the JSL Bylaws (Article VI, #2) for the correct scoring.

4. Click **OK**.

## VIII. Setting Up Events

1. Select **Setup > Events.**

2. The ***Events*** screen opens. The events that you downloaded from the JSL web site and restored should appear. If both teams have agreed to make event changes, this is the screen where events can be added, deleted, or edited.

3. To add an event, click on **Add**.

4. The ***Add New Event*** window opens,
   - Enter the **Event #**.
   - Check **Individual** or **Relay**.
   - Under **Gender**, check the appropriate gender for the event.
   - Under **Round 1 – Prelims or Timed Finals**, fill in the **Number of Lanes (1-10)** for the pool.
     - Under **Assign Lanes**, select **Standard**.
     - Under **Heat Order**, select **Slow to Fast**.
     - Ignore **Timed Finals**.
     - Check **Score Event** if appropriate.

**CAUTION:** Events 1P, 21P, 22P, 41P, and 42P must not be scored. Uncheck **Score Event** for these events only.

     - Under **Event Type,** check **Standard**.
   - Click **OK** to save your options and then click the icon to exit this screen and return to the ***Events Screen***.

5. Select **Edit**, the ***Event Edit – xxxxx*** window opens.

   - Type in the event number in **Event #** that you wish to edit.
   - Make any changes that are required
   - Click **OK** to save your options and then click the icon to exit this screen and return to the ***Events*** screen.

6. To delete an event, highlight the event and select **Delete.** A ***Hy-Tek's Meet Manager*** window opens.
   - Click **Yes** if you want to continue with the deletion.

7. Select the **Session** tab to open the ***Sessions*** screen.
   - Select **Add** and the ***Add New Session*** window opens.
     - The **Session** is "***1***".
     - For the **Session Title** enter the day of meet.
     - **Day** should be set to "***1***".
     - **Start Time** is (duh!) time of meet start.
     - **Interval** is usually 30 to 45 (time between heats varies, but 30 seconds is considered a good average for a well-run meet and a worst case scenario is 45 seconds).
     - **Extra Backstroke Interval** is set to ***"15"*** (the default).
     - **Course** should already be automatically selected.
   - Under **Max Entries for Meet Events Export to TM**,
     - **Maximum entries including relays** is "***4***".
     - **Max individual entries** is "***3***".
     - **Max relay entries** is "***1***".
   - Click **OK**, then click on the icon to exit and return to the ***Sessions*** screen.
   - Select **Edit** to open the ***Edit Sessions*** window which is used to make any necessary changes (spelling, start time, etc.) as necessary.
   - To delete the session, select **Delete**. A warning box opens. Click **Yes** if that is really what you want to do.

8. From the left-bottom of the main ***Sessions*** screen,
   - Under **Event List – (Double Click to Add),** double-click each event in the order in which the event is to be swum , to add that event to the **Session Schedule – (Double Click Evt # to Delete)** section on the right-bottom of the ***Sessions*** screen.

**REMINDER:** In Session Schedule, Events 1P is swum first. Events 21P, 22P are swum before Event 21. Events 41P and 42P are swum before Event 41.

9. From the ***Sessions*** screen, select **Print**, the ***Sessions Report*** screen opens.
   - Select **All** and the session is highlighted.
   - Check **Include event start times**.
   - Check **Include heat and entry count**.
   - Leave all other options unchecked.
   - Click **Create Report** and the report is generated.
   - Click on the printer icon to send the report to the printer.
   - A copy of this report should be given to the Meet Director to aid in planning the meet.
   - Click on the icon to exit the screen and return to the ***Session Report*** window.
   - Click on the icon to exit the ***Session Report*** window to return to the main ***Sessions*** screen.
   - Now click on the return icon to return to the main ***Events*** screen.

10. From the main ***Events*** screen, select **Records**, the ***Records*** screen opens.
    Records may be imported from Team Manager as follows:
    - Click on **Records**.
    - Click on **Import** to open the ***Import Records*** window**.**
    - Locate the appropriate record file and highlight.
    - Click **Open** and the ***Select New Tag*** window opens with the record highlighted.
    - Click **OK** to import the records. The new records are now listed in the bottom-left section of the ***Records*** screen.
    - Click on the icon to return to the main ***Events*** screen.

11. From the main ***Events*** screen, select **Standards**, the ***Time Standards*** screen opens. From the main ***Events*** screen, ignore **Combined Events**, **Comments**, **Re-Number** and **Clear Indicators.**

12. Click on the to return to the main ***Meet Manger 2.0*** screen.

## IX. Downloading the Opposing Teams Meet Entry Files

1. Using your favorite browser (example: Firefox), go to the Meet Entries Page on the Internet at JSL Meet Entries on the JSL website.

2. Read the instructions found there before proceeding so you understand what to do.

3. The Meet Entry Files for both teams become available at the same time as soon as possible after the 9 PM deadline 2 days prior to the scheduled meet.

4. In the teams colored rectangular box, the Meet Entry File is available for download once the Download Available link is displayed and highlighted.

5. Simply click on the Download Available link and save the file(s) to your preferred storage location.

## X. Importing Commlink Files

1. From the main ***Meet Manger 2.0*** screen,
   - Select **File > Import > Entries**, the ***Open File for Import*** screen opens.
   - Highlight the met entry file you want to Import (example: "***FAST-VA-Entries01.zip***").
   - Click **Open.**
   - The ***Hy-Tek's Meet Manager*** window opens and click **OK**.
   - The ***Open File for Import*** screen opens up again, this time displaying a "***HFILE001.HY3***" file in the "***C:\Temp***" directory.
   - Highlight this file and click **Open**.
   - The ***Hy-Tek Data Interchange File*** information window now opens.

- Click **OK**.
- The ***Import Entries*** screen opens,
  - Check **Match on event numbers**.
  - Check **Include entries with No Time (NT)**.
  - Leave all other options unchecked.
- Click **OK**.
- The ***Import File Progress*** screen opens, displaying details of the import and indicating that the import is finished. Click **OK**.
- Exception handling when they occur:
  - If exceptions are found (wrong ages, etc.) view and print them out to determine the exact discrepancy.
  - If necessary, hand enter the athlete and relay information.
- Repeat the above import procedure for each team entered in the meet.

## XI. Entering Athletes

1. Use this instruction to add athletes to a meet who were not in the Commlink file.

2. From the main ***Meet Manger 2.0*** screen,
   - Select **File > Athletes**, the ***Athletes*** screen opens.

3. Click **Add**, the ***Add New Athlete*** screen opens.
   - Fill in **Last Name**, **First Name**, **Middle Initial**, **Preferred Name** (if given), **Birth Date** (if available), **Age**, **Team**, and **Gender**.
   - Click on **Build ID** to have Meet Manager create the Athlete ID number.
   - The events for which the athlete is eligible will be displayed. Click on an **Event #**. The event number is added to the left column. Under **Entry Time**, enter a time or "***NT***" for no time.
   - Repeat the steps above for each event in which the swimmer will be entered.
   - When all the necessary information has been entered, click **OK** to return to the ***Athletes*** screen.

4. To edit an athlete, highlight the Athlete's name and then click **Edit** which opens the ***Athlete Edit*** window.
   - Use this menu to correct errors made on athletes (age wrong, etc.).
   - Make required correction(s).
   - Event numbers may change (if age or sex changes).
   - Click **OK** to save changes and return to main ***Athlete*** screen.

5. To delete an athlete, highlight the Athlete's name and then click **Delete** which opens a ***Hy-Tek's Meet Manager*** warning window.
   - Click **Yes** if this is what you want to do and return to main ***Athlete*** screen.

6. Click on to return to the main ***Meet Manger 2.0*** screen.

## XII. Adding Relays (which were not already imported with the Commlink file)

1. From the main ***Meet Manger 2.0*** screen,
   - Select **Relays**, the ***Relays*** screen opens.

2. Under **Relay Events**, select the event to which you want to add a relay,
   - Under **Double Click Name to Add Relay** at the bottom-right of the screen.

- Under **Team** double click the team for which you want to enter the relay.
- In the ***Relay Designator*** window, enter the proper letter designator to be assigned to the relay (defaults to the next available letter) and click **OK**.
- It is not necessary to enter swimmer's names for the relays at this point.

3. Click to return to the ***Main Meet Manager 2.0*** screen.

## XIII. Seeding the Meet

1. From the main ***Meet Manger 2.0*** screen,
   - Select **Set-up > Seeding Preferences** and the ***Seeding Preferences*** window opens.

2. Click the **Basic** tab,
   - Ignore **Preliminaries**.
   - Under **Parameters**, check **Seed Exhibition athletes last**.
   - Under **Timed Finals**, check **Standard**.
   - Ignore **Non-Conforming Times**.

3. Ignore **Standard Lanes** tab.

4. Click **Dual Meets** tab,
   - Under **Lane Assignments**, all teams check **Use Lane Assignments Above**.
   - This will fill all the lanes leaving no lanes empty. In the slower heats, team members may swim side by side.
   - If you select strict even/odd seeding, this will add extra heats and may well have competitors swim with empty lanes between them in slower heats. This adds extra time to the meet. (This is strongly NOT recommended)
   - The host team gives the visiting team even/odd preference.
   - A team for the even lanes is selected.
   - A team for the odd lanes is selected.
   - ***Optional seating by time requires the agreement of both teams Meet Directors.***
   - Click **OK** to return to the Main ***Meet Manager 2.0*** screen.

5. From the Main ***Meet Manger 2.0*** screen,
   - Select **Seeding** and the ***Seeding the Meet*** screen opens.
   - Click on **Select All** and all the events will be highlighted in yellow.
   - Select **Seeding** and a ***Hy-Tek Meet Manager*** window opens advising that seeding is completed. Click **OK**.
   - To preview the Meet Program (Heat Sheet), select **Reports**, and then **Meet Program** from the drop-down menu. This opens the ***Meet Program*** window. Click **Select All**. Format as desired and click **Create Report** to view and/or print the report. Click to return to the Meet Program Screen. Then click to return to the ***Seeding the Meet*** screen.
   - Clicking again returns to the Main ***Meet Manager 2.0*** screen.

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## XIV. Creating Heat Sheets and Time Lines Report

1. From the main ***Meet Manger 2.0*** screen,
   - Select **Reports > Meet Program** and the ***Meet Program*** window opens.


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2. Click the **Select All** selects all the events which are now highlighted in yellow.
   - Ignore **Gender**, **Age Range**, **Rounds**, and **Team**.
   - Click the **Columns Format** tab, and select **Single**, **Double**, or **Triple** column (triple is best for large teams).
   - Ignore **Format**.
   - Under **Athlete ID**, check **None**.
   - Under **Time Stamp**, select whichever options best suits your needs.
   - Click the **Include in Meet Program** tab.
   - Select the options that you want to display in the meet program (example: records, times standards, etc.). Always check **Entry Time**.
   - Put a "***0***" in **Relay Athlete Names** as they take up too much space in the meet program and coaches always change their minds about the order anyway.
   - Click on **Create Report** to view the report.
   - Click to send the report to the printer.
   - Photo copy this report and give one copy to each coach and assistant, each stroke-&-turn judge, each clerk-of-course, and each sorter (may need as many as 25 copies for large teams).
   - Click to return to the ***Meet Program*** screen.
   - Click to return to the ***Main Meet Manager 2.0*** screen.

## XV. Creating the Coaches Report

1. From the main ***Meet Manger 2.0*** screen, select **Reports > Entry lists** and the ***Entry Lists*** window opens.
   - Ignore **Gender** and **Age Range**.
   - Under **Filters**, select **Team**.
   - Under **Sort**, check **Alphabetically**.

2. Click the **Report Type/Options/Format** tab,
   - Under **Report Type**, check **By Team**.
   - Under **Options**, check **Athletes + Relays**.
   - Under **Format**, check **Event Description and Time**.

3. Click the **Include in Report** tab,
   - Under **Include in Report**, click **Include Heat and Lane** and **Entry Times**.

4. Click **Create Report** to view the report.

- Click to send the report to the printer.
- Photo copy this report and give the head coach from all teams a copy of their meet entries.
- Each Head Coach should receive a Coaches Package which should include their teams:
  - Meet Entry List
  - Relay Cards
  - Heat Sheets for each of the team's coaches.
- Click to return to the ***Entry Lists*** screen.
- Click to return to the main ***Meet Manager 2.0*** screen.

# XVI. Creating Entry Card Labels

1. From the main ***Meet Manger 2.0*** screen,
   - Select **Labels > Entry Cards/Labels** and the ***Entry Card/Labels*** window opens.

2. Select **Gender**, ignore **Age Range**, select **Team** and **All Rounds**, and check **Indiv + Relays** from the appropriate category.
   - This will enable you to run the entry labels by team to give to the clerk-of-course by team.
   - Selecting the gender, i.e. running female labels and then male labels will make it easier to put them on the pink and blue JSL card.

4. Under **Label Selection**, make the appropriate choice for your printer.

5. Under **Format**,
   - Select **Heat/Lane Number**
   - Include **Entry Time**.
   - Set **Relay Athlete Names (0-8)** to "***4***".

6. Under **Sort by**, select **Event Number**.

8. Click **Select All** and all events in the **Event List** are highlighted in yellow.
9. Make sure there are appropriate labels in printer
10. Click **Create Labels** to view the Label Report.
    - Click to send the report to the printer.
    - Click to return to the ***Entry Cards / Labels*** screen.

11. Repeat above procedure for each team and for both genders.
    - For Event 1P only, the **Gender** selected MUST be "***Mixed***".
    - Click to return to the main ***Meet Manager*** screen.

# XVII. Running the Meet

1. From the main ***Meet Manger 2.0*** screen,
   - Select **Run** and the ***Run the Meet*** screen opens.

**IMPORTANT:** The meet MUST be run in Session Format – No Exceptions!

2. Click on the **Session F7** button (on the left and below the **Event List**) which opens the ***Select Session*** screen.

3. Under **Session List** and under **Day**, select "***1***" and click **OK.** The first event will then be highlighted.

4. Since most often the first event will be a relay we start with relays. Find and click on the **Relay Names Ctrl-R** button which opens the ***Real Name*** window. This will show all the names of the eligible swimmers for that relay.
   - Under **Relay Teams**, make sure that the name of the relay matches the relay card (examples: "***BHSC A***", "***GHG A***", "***City B***").
   - Under **Eligible Athletes**, double click on the name of the first swimmer listed on the card and continue until all four swimmers have been entered.

- If the name does not appear under **Eligible Athletes**, check **Show Swim-ups**.
- If you make a mistake, double click on the athlete name under **Relay Order** and the athlete will be returned to the list of **Eligible Athletes**.
- Enter all the names of all the swimmers in all the relays.
- Click and the names of the relay swimmers will be saved and the current window closes.

5. If you need to add a relay to an event, find and click on the **Adjust F8** button. The ***Preview /Adjust*** screen opens.
   - Click **Show Teams**.
   - Under **Eligible Relay Teams**, click on the team you want to enter in the event (the cursor changes into a swordfish). Hold the mouse button and drag that team to the Event Description section above, and into the heat and lane you choose.
   - If you make a mistake, double click on the relay. A ***Hy-Tek's Swim Meet manager 2.0*** message box appears and answer **Yes** to "Scratch" this relay.
   - After you have added all the relays to the event, click **Save** and the screen will close your changes are saved.

6. If you need to add an athlete to an event, find and click the **Adjust F8** button. The ***Preview /Adjust*** screen opens.
   - Click **Show Teams**.
   - Under **Eligible Athlete**, click on the swimmer you want to enter in the event (the cursor changes into a swordfish). Hold the mouse button and drag that swimmer to the Event Description section above, and into the heat and lane you choose.
   - If you make a mistake, double click on the athlete. A ***Hy-Tek's Swim Meet manager 2.0*** message box appears and answer **Yes** to "Scratch" this athlete by name.
   - After you have added all the athlete to the event, click **Save** and the screen will close and your changes are saved.

7. To enter times and score the event,
   - Under the **Heat == Finals==Event Section** (in the turquoise section),
     - Double-check that the event, heat, and lane match the Timer's Card, then enter final time in the ***Final Time block*** and if not "***DQ'd***".
     - Click under **DQ** column for disqualification (no time is entered).
     - Click under **EXH** column for Exhibitions ("***UNO***" on the Timer's Card) and enter the time.
   - If there is more than one heat, advance to next heat by clicking one of the

     

     heat numbers or click the next button from among the previous/next

     heat buttons.
   - When a non-scored event is completed, go to the **List Cntl-Lt** and the results will be displayed and can be printed without a score.
   - When a scored event is completed, go to **Score Cntl-S** and the results will be displayed and can be printed with a score.
   - As you complete an event, the upper left-hand screen will show that the event was either "***Scored***" (in purple) or "***Done***" (in lavender).
   - "***Done***" means the event was completed and not scored, as is the case with the 6 and under mixed relay and all 6 and under events.

8. To move to the next event and in the **Event List**, highlight the next event for data entry. Repeat for each event in the meet.

9. Handling a Judge's Decision
   - If you are informed of a judge's decision and must make changes in the scoring and placing, select **JD Cntl-J** and follow the directions on the ***Judge's Decision /Tie Breaker*** screen. Be sure to change both the **Place** (JD PL column) AND the **Points** (JD Points column). When complete, click **OK** to return to the ***Run the Meet*** screen.

10. Printing Ribbon Labels - For those using an inkjet or laser printer, it would be wise to wait and print award labels after you have at least a full page.
    - Select **Labels > Award Labels** at the top of the ***Run the Meet*** screen.
    - The ***Award Labels*** screen opens.
    - Leave **Gender**, **Age Range**, **Team**, **Rounds** as defaults shown.
    - Click the individual events under the **Event List** for which you want to create labels. Each event chosen is highlighted in yellow.
    - Under **Label Selection**, make printer and paper label selections as appropriate. Select "**1**" thru "**16**" for **Individual Places** and "**1**" thru "3" (or "**6**" when it applies) for **Relay Places**.
    - Under **Award Types**, check **Standard Award Label** and show "***4***" in **Relay Athlete Names (0-8).**
    - Under **Sort by** check **Event Number**.
    - Click on **Create Labels**, make sure labels are in the tray, and click on to send to the printer.
    - Click **OK** to confirm that's what you want to do.
    - Click to return to original ***Award Labels*** screen.
    - Under **Event List** in the far right column is the **Printed** column. Clicking on each event printed keeps track and reminds you of which events have already been printed.
    - Click again to return to the ***Run the Meet s***creen.

11. Scores
    - From the ***Run the Meet*** screen, select **Reports > Scores**.
    - Leave **Gender** and **Age Range** as shown (defaults).
    - Leave **Indiv + Relays** and **Standard Events** checked (defaults).
    - At the bottom, click the **Format** tab.
      - Under **Report Type**, Click **Team**.
      - Under **Report Gender Choices**, click **Combined**.
      - Under **Athlete Criteria**, click **No age criteria**.
      - Under **Points**, click **Std Pts**.
    - Ignore the **Grouping / Options** and **High Point Award Labels** tabs.
    - Under **Event List**,
    - Check scored events which have been completed (remember 1P, 21P, 22P, 41P, & 42P are non-scored events and should not be included).
    - Click **Create Report** and click to send to the printer.
    - Click **OK** to confirm that is what you want to do.
    - Click on the ***Team Scores*** screen to return to original ***Scores*** screen.
    - Click to close the ***Scores*** screen and return to the ***Run the Meet*** screen.
    -


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# XVIII.At Meet's End

A. Exit the ***Run the Meet*** screen by clicking to return to the ***Meet Manager 2.0*** screen.

B. Select **File > Export**.

C. Select **Results > Results for Team Manager or SWIMS**. The ***Export Results*** screen Opens.

- Under **Team:**, select the team for which you want to create the Results File.
- Ignore **LSC:** and **Region:**.
- Under **Gender**, check **Both**.
- Under **Events**, check **Standard Events**.
- Under Relays, check **Relays Plus Athletes** and leave **Include Splits** checked (the default).
- Click **OK** and the ***Export File Progress*** screen opens.
- Click **OK** and the ***Meet Results*** screen opens.
- Under **Drive**, select the drive where you want to store the file.
- Under **Directory**, select the directory where you want to store the file.
- Click **OK** and a ***Hy-Tek's Meet Manager*** window opens informing you that the **"*Meet Results Zipped successfully*"** and provides the name of the file created (example: "***Meet Results-FV @ BHSC-06Jul2005-001.zip***". This file contains the Commlink file to be imported into Team Manager.
- Click **OK** to return to the ***Meet Manager 2.0*** screen.
- Now, create another file. Repeat the steps above, but this time select **All Teams** or leave blank. The Registrar and Seeding, who maintains the JSL central database, needs the results of the entire meet. This will create another Commlink Meet Results File with all the teams' results.

D. Uploading Meet Results (Commlink) File.

1. Using your favorite browser (example: Firefox), go to the Meet Entries Upload Page on the Internet at JSL Meet Results Upload on the JSL website.

2. Read the instructions found there before proceeding so you understand what to do.

3. In the data entry box provided, browse to the location where you have saved your Meet Results File and highlight it to enter it into the box.

4. Separately upload the Meet Results (Commlink) file.

5. Click the **Upload** button to upload a file.

6. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster.

# XIX. Create a Meet Backup (a Meet Backup is what the other team expects so they can review the meet. The JSL webmaster needs a backup of the meet to post the meet results on the web site).

1. From the main screen select **File > Backup**.

2. The ***Backup Current Database*** screen opens.

   - Under **Drive**, select the drive where you want to store the file.
   - Under **Directory**, select the directory where you want to store the file.
   - Click **OK** and a ***Backup Options*** window opens informing you where the file will be backed up.
   - Click **OK** and a ***Backup Current Database*** window opens again, this time saying the backup is "***Completed!***" and the name of the file created (example: "***SwimmBkupFV@BHSC 2005-03.zip***"), as well as where it put the file. This file contains the a backup of the whole meet.
   - Click **OK** to return to the ***Meet Manager 2.0*** screen.

## XX. Uploading Meet Results Files.

1. Using your favorite browser (example: Firefox), go to the Meet Entries Upload Page on the Internet at JSL Meet Results Upload on the JSL website.

2. Read the instructions found there before proceeding so you understand what to do.

3. In the data entry box provided, browse to the location where you have saved your Meet Results File and highlight it to enter it into the box.

4. Separately upload the Meet Backup file.

5. Click the **Upload** button to upload a file.

6. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster.

## XXI. The Daily Progress AP News Format

1. From the main screen, select **Reports > Results**.
   - Under **Gender**, check **All**.
   - Ignore **Age Range** and **LSC**.
   - Under **Rounds**, check **All Rounds** and **Indiv + Relays**.

2. At the bottom of the screen, click the **Columns / Format** tab.
   - Under **Report Type**, and underneath that, **Export File**, click **AP News**.
   - Under **Format**, set **Relay Names (0-8)** to "***4***".
   - Under **Athlete ID**, check **None**.
   - Under **Time Stamp**, select **None**.

3. Click the **Include in Results** tab.
   - Under **Include in Results**, leave all blank.
   - Under **Include Team Scores**, check **Combined**.

4. Click the **Splits / Sort Order / Selected Teams** tab.
   - Under **Splits**, check **None**.
   - Under **Sort Order**, check **Event # Order**.
   - Under **Selected Teams**, check **All Teams**.

5. At the top, click **Select All**. All the events in the **Event List** will be highlighted in yellow.

6. Click **Create Report**. A ***Hy-Tek's Meet Manager*** window opens, click **Yes**.

7. The ***Save AP News File as*** screen opens.
   - Enter in the ***Save in*** box the drive location where you want to store the AP News Report file called "***Results.txt***".

8. Click **Save** and another ***Hy-Tek's Meet Manager*** window opens, click **OK** to return to the ***Results*** screen.

9. Click to return to the main ***Meet Manager 2.0*** screen.

10. Transmit results in AP Format to the Daily Progress via email attachment.
    - Send email to:
      - sports@dailyprogress.com
      - sportsdailyprogress@gmail.com
      - jshifflett2@dailyprogress.com (John Shifflett, Sports Editor)
    - Include team names and final scores in the email.
    - Send AP Formatted Results as an attachment to this email.

## XXII. Post Meet Reports (only if needed)

These reports may be given to each head coach. It is not necessary to create these reports for the JSL webmaster, as the backup of the meet will contain all this information.

1. From the main ***Meet Manager 2.0*** screen, select **Reports > Results**.

2. The ***Results*** window opens.
   - Under **Gender**, check **All**.
   - Ignore **Age Range** and **LSC**
   - Under **Rounds**, check **All Rounds** and **Indiv + Relays**

3. At the bottom of the screen, click the **Columns / Format** tab.
   - Under **Report Type,**
     - Under **Columns**, select **Triple**.
   - Under **Format**, set **Relay Names (0-8)** to "***4***".
   - Under **Athlete ID**, check **None**.
   - Under **Time Stamp**, select **None**.

4. Click the **Include in Results** tab.
   - Under **Include in Results**, leave all blank.
   - Under **Include Team Scores**, check **Combined**.

5. Click the **Splits / Sort Order / Selected Teams** tab.
   - Under **Splits**, check **None**.
   - Under **Sort Order**, check **Event # Order**.
   - Under **Selected Teams**, check **All Teams**.
   -

6. At the top, click **Select All**. All the events in the **Event List** will be highlighted in yellow.

7. Click **Create Report**. A ***Hy-Tek's Meet Manager*** window opens, click to send the report to the printer.

8. A ***Print*** window opens. Click **OK.**

9. Click to return to the ***Print*** window.

10. Click to return to the main ***Meet Manager 2.0*** screen.

11. Select **File > Exit** and click to close ***Meet Manager 2.0***.